

Sherwood Public Library
Monthly Management Report
May 2016



Submitted by: Adrienne Doman Calkins, Library Manager

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Statistics

Monthly Circulation	Last month	This month	This month last year	% Change from same month last year	% Change from last month
Total check outs (includes digital)	29,434	30,260	28,949	5%	2.8%
Physical check outs & renewals	27,584	28,266	27,455	3%	2.5%
Self-checkouts only	7,777	8,451	6,848	23%	8.7%
% @ self-check	28%	30%	25%	20%	6.0%
Digital checkouts (Library2Go)	1,100	1,282	1,160	11%	16.5%
Digital checkouts (Cloud Library)	750	712	334	113%	-5.1%
Total digital checkouts	1,850	1,994	1,494	33%	7.8%
% of total checkouts	6.3%	6.6%	5.2%	28%	5%
Check ins	19,615	20,091	19,736	2%	2.4%
Service Area population	22,485	22,485	22,172	1%	0.0%
Checkouts per capita	1.31	1.35	1.31	3%	2.8%
Checkouts per card holder	2.69	2.74	2.60	5%	1.9%

Sherwood Library patrons checked out nearly 30,300 items, including digital items, in May—5% more than the same month last year. Total digital checkouts rose 33% in the same time frame.

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	83	93	94	-1%	11%
Total registered users	10,962	11,055	11,314	-2%	1%
Active this month	2,818	2,870	2,963	-3%	2%
% of patrons active this month	26%	26%	26%	-1%	1%

NOTE: Annual database purge March 6, 2016. Pre-purge total was 12,203. Purged 1,398 Sherwood accounts inactive for 3 years.

Collection Development	Last month	This month	This month last year	% Change from last year	% of budget available	% of ordering window for FY left
Count of items added	876	338	465	-27%	3.1%	0%
Count of items withdrawn (including periodicals)	721	452	950	-52%		
Total collection size	48,081	48,222				



Of the nearly 50,000 local items in the Sherwood Public Library collection, approximately 72% of the collection is in and available at any given point. In addition to the 1.6 million items available countywide, WCCLS currently has over 16,000 e-books available through Library2Go and Cloud Library.

Volunteers	May Hours	Equivalent FTE	# of volunteers
Checkin (returns)	82.25	0.47	16
Checkin (tasket processing & holds)	59.5	0.34	8
Requests to fill	27	0.16	5
Homework Helper	18	0.10	2
Teen LAB	14.25	0.08	4
Clerical/office asst	10.25	0.06	1
Shelving	9.25	0.05	3
Youth Services Assistant	4.75	0.03	2
Community Event	2	0.01	1
Publicity Courier	2	0.01	1
Grand Total	229.25	1.32	46
Last month	236.50	1.36	46
% change	-3%	-3%	0%
This month last year	201.58	1.16	
% change from last year	17%	18%	



*We had over **22,000 visits this month**—15% more than the same month last year.*

Visits last month	This month	% Change from last month	Visits this month last year	% Change from last year	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
20,763	22,238	7.1%	19,258	15%	290	30	77	741	97

Programs & Activities

Programs & outreach	Feb-16	Mar-16	Apr-16	May-16
# of Adult Programs	8	7	6	4
# of Teen Programs	24	29	21	15
# of Youth Programs	45	55	43	40
<i>School-aged</i>	<i>31</i>	<i>41</i>	<i>31</i>	<i>27</i>
<i>Storytimes</i>	<i>20</i>	<i>26</i>	<i>21</i>	<i>24</i>
# of Programs for All Ages	2	3	4	4
TOTAL # of Programs	58	70	57	54
Program participation	1,282	1,680	1,358	1,660
Program participation per FTE	127	167	135	165
Program participation per capita	0.06	0.07	0.06	0.07
<i>Program participation: adult programs</i>	<i>101</i>	<i>120</i>	<i>105</i>	<i>57</i>
<i>Program participation: teen programs</i>	<i>94</i>	<i>141</i>	<i>59</i>	<i>72</i>
<i>Program participation: youth programs</i>	<i>1,103</i>	<i>1,441</i>	<i>1,020</i>	<i>1,144</i>
<i>Program participation: all age programs</i>	<i>141</i>	<i>172</i>	<i>209</i>	<i>393</i>
<i>Program participation: school-aged</i>	<i>311</i>	<i>592</i>	<i>373</i>	<i>617</i>
<i>Program participation: storytimes</i>	<i>870</i>	<i>1,117</i>	<i>903</i>	<i>1,013</i>

All Age Programs:

- Chinese Lion Dance—50 participants
- Hawaiian Hula Dance—63 participants
- Star Wars Day—50 participants

The Hawaiian Hula program was made possible by a Cultural Coalition of Washington County Grant. The program was a big hit and highly interactive. The program drew a culturally and ethnically diverse audience—more so than most library programs.

Youth & Family Programs:

- Junior Green Team—11 participants
- Ultimate Builders Academy—47 participants
- Paperback Pals—12 participants
- Read to the Dogs—6 participants (2 sessions)
- Storytimes
 - Saturday Family Storytime – 27 participants
 - Toddler Storytimes, Tuesdays & Wednesdays: 531 participants (9 storytimes)
 - Preschool Storytimes, Tuesdays & Wednesdays: 358 participants (9 storytimes)
 - Baby Time: 97 participants (5 storytimes)

Youth & Teen:

- Homework Help—12 participants (9 sessions)

Adult & Teen Ages Programs:

- Spring Author Series: Kelly Romo—8 participants
- QPR: Suicide Prevention Workshop—31 participants
- Grant Writing Workshop—16 participants (25 registered, 5 on wait list, and at least another session's worth turned away)
- Fiction Friends—9 participants
- Teen Scene!—6 participants
- TeenLAB (2 sessions)—16 participants
- Summer Reading packet stuffing party—6 participants

Outreach:

- Community Services Fair—(Adrienne Doman Calkins & Pinn Crawford) 230 visitors, 74 guessing jar participants
- St. Francis school visit re: Summer Reading (2 sessions, Jaime Thoreson)—55 participants
- Helping Hands flyer distribution (Liz Myer)
- Female Power Panel participation for Girl Scout Troop (Adrienne)—17 participants

Other Activities:

- Displays: Mental Health Awareness Month, Asian Pacific American Heritage Month, Learn a New Language, Roots
- Tours: ICMA International Fellow Yin Yee Tham from Malaysia and Thu Thu San from Myanmar, McMinnville Public Library Circulation staff.
- Washington County Cooperative Library Services Meeting attendance:
 - Policy Group (Adrienne)
 - Youth Services (Jaime)
 - Publicity Committee (Jenny Swanson)
 - Art of the Story (Jenny)
 - CircUs (Jenny)
 - WCCLS Users Group (Jenny)
 - Adult Services Committee (Pinn Crawford)
- Other meetings (abbreviated):
 - City of Sherwood Budget Committee (Adrienne)
 - City Council (Adrienne)
 - All Library Staff meeting (All)
 - Friends of the Library (Adrienne)
 - TVF&R Fire Marshall (Adrienne)
 - Records Management meetings (Adrienne)
 - Main Street meeting (Adrienne)
 - Information Services (Adrienne, Jenny, Pinn, Crystal Garcia, Jaime)
 - Planning for Bilingual Storytime in the Park (Jaime)
 - Eva Calcagno, WCCLS Director (Adrienne)
 - Burgeon Group (Adrienne & Jaime)
- Chip Credit Card compliance research (Jenny)

- Self-checkout software upgrade (Jenny)
- Year-end purchasing and financial analysis
- Staff trainings:
 - Review of WCCLS, Sherwood Public Library, Board and Friends with new staff (Adrienne)
 - Suicide Prevention (Pinn, Marcy Sherfey)
 - Grant Writing (Crystal, Jenny, Adrienne, Jaime)

Service Stories

A patron stopped by the Circ desk to compliment us on the mental health display (which she took several pictures of). I shared that we are also having a suicide prevention workshop which she thought was very cool. She is a therapist and was pleasantly surprised to see us talking about mental health.—*Submitted by Crystal Garcia, Adult Services Librarian.*

In reference to the Library having Canvas bags to checkout for three weeks: "I love this library. This is the best library!"—*Submitted by Jenny Swanson, Public Services Supervising Librarian.*

After the Chinese Lion Dance program: "Sherwood library - you amaze me! Thanks for all you do for our community ♥"—*Facebook comment from Rebecca Wagner*

This morning when I took the papers out I noticed a gentleman already reading the Wall Street Journal. I was late on the papers due to the staff meeting. I asked if he would like today's paper too. He said yes and thank you, he had not looked at the date on the newspaper. He is from out of town and gets the paper at home. He was feeling like he needed to caught up and updated about what was going on in the world and came in to read the paper. I explained we keep 6 back issues and showed him how to lift up the shelves, in case he wanted to read more issues. As I was putting the other papers away I believe his wife asked if I had the current issue of USA Today. I gave it to her and had a similar conversation with her, she then went and sat next to the gentleman to read.—
Submitted by Heather Eldred, Technical Services Library Assistant

Respectfully submitted,

